Meeting called to order at 4:06 pm.

Review and approval of 12/08/15 meeting minutes.

a. How should the minutes be recorded? (A. Storer)
   GFC voted to keep the minutes in transcription form rather than a synopsis of the meeting.

Old Business:

a. Professional training time limits for International students, CPT and OPT (D. Slade)
   Co-op progress reports are sent to Career Services and to the student’s advisor. Career Services issues the grade for the co-op course, then sends it to the department/graduate program chair.
   - We suggest that the progress report go to the director as well as the advisor. We will have to take this up with Career Services, it is out of the IPS realm. Andrew will put this down as an action item and discuss it with Career Services.
   - The supervisor’s review has a lot of useful information about what is good about the program. For example, it may say how the students could be better prepared before they go out to co-op; get them over to the business school and make them take something in economics or globalization. Recommendations like this are very helpful. Another observation is that the grades in the co-ops are no longer rubber stamp A’s.
   - Kirsti Arko is point person on this program and she has done a lot of development of the co-op program. Andrew will contact her to say that GFC has decided that we would like to see the progress report sent to the program director as well as the advisor.
   - We will continue to monitor this to see what arises in the future. At this point we don’t see a compelling reason to change the process that IPS has in place.

New Business:

a. Google Form Change - External funding & Proposal Incentive Program (N. Chopp)
   Jessica Brassard is speaking for Natasha Chopp. Jessica and Natasha both help with the proposal incentive program. They assist students when they apply for fellowship opportunities during the preproposal process. We wanted to make sure that everyone knows about this. If more students knew
about the incentive program and external funding opportunities more students would apply. If we have
more students who are being funded externally it will open up the internal funds for our students. The
proposal incentive is a $100 reward. They do not have to be awarded the fellowship to receive the $100,
they just have to work with either Natasha or Jessica and submit. Students are encouraged to contact us as
soon as possible if they are even considering applying for an external award so that we can plan to help
them. If a student contacts us at the last minute we cannot guarantee assistance and they will not receive
the $100 reward.
Q) I know Jodi Lehman was involved a lot with NSF Fellowships. Is this separate?
A) No, going through her is fine.
Q) What happens to the IRAD return? I was just wondering if the IRAD return goes to the student
whether they set up an IRAD account for them or whether it goes to their advisor.
A) Some of these (the national science foundation graduate research fellowship program) do not generate
incentives.
- With NASA, the advisor is the PI and the student is doing the work under the PI. It depends on the
program.
Q) Can the student receive a fellowship and also supplemental internal funding?
A) This is a Heather Suokas question to ask, you can certainly always supplement stipends. As a GRA the
student has to work 20 hours and as an international student you are ONLY allowed to work 20 hours a
week. It all depends on the type of funding and what you are doing.
Q) Is there a limitation of what types of proposals can be written?
A) I have helped with NASA, Michigan Space Grant, the NSF GRP and some random American Cancer
society.
- This award is for work that the graduate student is going to be doing. They are not going to get $100 for
helping you write your proposal.
- Depending on the fellowship, occasionally the advisor is the PI
- Every applicant that works with our office in advance and actually submits will receive $100. I don’t
have an answer on how many awards could possibly be given out in a year.
- It sounds like it would be a good idea to send a link around to the students of the different departments
so that they are aware of this assistance and the award available.

b. Review of Graduate Surveys (A. Guth)

Should any questions be added as a means of collecting information for program reviews?
The Graduate School Satisfaction Survey is conducted every two years and is scheduled to be distributed
this year. We have the opportunity to review the feedback that was received in 2007 in a range of areas.
- We are not looking to drop anything from this survey.
- The survey is run by the Student Affairs and Advancement office. If we can multipurpose this, instead of
asking students to fill out multiple surveys, we can add a couple questions to be able to meet our needs.
Alex choose 34 out of 111 questions and used them for the Graduate Program reviews. If there are any
questions that are not on this list that you would like to include, let us know.
- We will not be eliminating questions.
- If there are general comments about the way questions are phrased, go to the Student Affairs Office and
ask to have some of the questions rephrased so that they are more explicit.
Q) Until I saw this here I had no idea that this questionnaire existed.
A) We found out during the Graduate Program Review that this data existed. It is a voluntary survey that
is sent out every other year. The programs that we evaluated did note that the student response rate was
very low. In the future we would like to make sure everyone is more informed so that the department can
encourage the students to take the survey. The survey will be distributed in March and once I know the
dates I will propagate that information to you.
Q) Do they ask the student the type of degree they are currently trying to complete?
A) I do not believe that they ask the student’s whether they are going for a course work masters or a thesis masters etc. They do ask what your major is and whether you are a masters or PhD.
- It would make a big difference when reading the date to know what the student was pursuing
Q) Does student affairs have a summary of what this is and how it is distributed?
A) There is a webpage where they have the data but I do not believe they have a summary.
Q) Does the graduate school do something like this?
A) We have an exit survey that is anonymous and voluntary that we ask the students to complete at the conclusion of their degree. We make improvements in the graduate school based on the comments that we receive.
- There is going to be a campus wide academic integrity questionnaire coming out soon. We are talking to ETS about other kinds of assessment types. If I was a student and I saw this I would think I was being surveyed to death. They are all at the same time. There should be a clearing house that schedules in a logical form.
A) Who is running the other survey?
Q) Ron Bishop and Mike Meyer with Academic Integrity. They are targeting both graduate and undergraduates on a periodic basis. The last one was 8 years ago.
- We also need to make sure the degree listings are up to date.
- Some logic could be placed in the questionnaire to make sure unnecessary questions are not asked to students they don’t apply to.
- On Campus Labs you can get the results from students with specific majors.
- It would also be useful if we could be able to tell how represented a sample was and compare it to how many students were in those majors and how many students were U.S. nationals or international students.
Q) Is there any concern for a program where there are only one or two students? You are basically handing out someone’s results back to the department.
A) Yes, this would be a concern for the smaller programs. If there were several related degrees you could do them together. If there was only one person in a program there really is no way around that except to not give the data out.
Q) What is our timeframe for being able to get questions added?
A) There would be a request for changes sent out in early spring semester.
- Can people come to the next meeting with questions they think we should add?

5) Motion to adjourn at 4:49 pm.